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FORM SP-1(a)

(Referred to in para 3.4)

[Application Form For (Manufacturers)]

APPLICATION FORM FOR REGISTRATION AS APPROVED SUPPLIERS
FOR PARTICIPATION IN GOVERNMENT PURCHASE PROGRAMME
WITH DIRECTOR OF SUPPLIES AND DISPOSALS, HARYANA

- (1) Name of the manufacturing firm
- (2) Address of the firm
 - (a) Office
 - (b) Factory
 - (c) Branch Office
- (3) Telephone No. Office _____ Factory _____
if any.
- (4) Telegraphic address
if any.
- (5) Constitution of the firm
firm. Public Limited/Private limited/
Partnership/Proprietary/
Industrial/cooperative.
- (6) Names of Partners/ Directors.
 - (1)
 - (2)
 - (3)
 - (4)
 - (5)
 - (6)
- (7) Date of establishment
of the firm/Date of
going into production.
- (8) No. of persons employed
both temporary and permanent
in all shifts.
 - (a) Managerial & Supervisory
 - (b) ☒ Skilled Workers
 - (c) Unskilled Workers
 - (d) Clerical
 - (e) Others (such as sweepers,
watch and ward etc.)

Total

(9) Name and address of bankers

(10) Capital Structure :

- | | |
|---|-----------|
| (a) Fixed capital | Rs. _____ |
| (b) Land and Building | Rs. _____ |
| (c) Plant Machinery | Rs. _____ |
| (d) Other fixed assets | Rs. _____ |
| (II) Working Capital (This should include stocks of raw materials, consumable stores, finished products, cash in hand and in the bank etc.) | Rs. _____ |

Total Capital investment Rs. _____

(11) No. of shifts the factory normally works.

(12) Whether with or without power
Please state the allotted H.P.

Installed H.P.:

(13) Brief description of factory
e.g. area covered accommodation
departments into which it is
divided, laboratory etc.

(14) Registration Nos.
and date of registration.

- (i) With the Development Wing
under the industries (Development
and Regulation) Act
- (ii) With DGS&D directly with names
of items (Attested copy of Registra-
tion Certificate be attached)
- (iii) With Registrar of Firms/Companies
- (iv) Under the Indian Factories Act.
- (v) With the Directorate of Industries
(Attested copy of certificate be
attached).
- (vi) Under Shops and Establishments Act.
- (vii) With Stores Purchase Organisation
of the other State Govt. if any
(Attested copy of Registration be
attached).

(viii) With Railways

(ix) Under Drugs Act.

(x) National Small Industries Corporation
(Attested copy of certificate be attached).

(xi) Small Industries Corp. of any State
(Attested copy thereof be attached).

(15) Have you supplied any stores to the Govt. or Railways. If so, please give details of the contract during the last two years such as A/T Nos. items, quantity, date of delivery, value etc. A separate sheet may be attached, if necessary, in duplicate.

(16) Full details of the machinery and equipment including testing equipment, if any.

(17) Details of the Machinery/equipment alongwith the date of installation and purchase value should be separately attached in the following form.

Sr. No.	Description and of Machine specifications	Purchase value	Date on which installed	condition
---------	---	----------------	-------------------------	-----------

(18) Production

Sr. No.	Name of item	Actual production during the last 2 years (indicating the year)			
		Monthly production		Capacity	
		Quantity	Value	Quantity	Value

- (19) Items for which you desire to be enlisted.
- (20) Names of the products which you can manufacture but are not manufacturing.
- (21) The main raw materials consumed last year.

Sr. No.	Name of the items	Quantity	value
Imported			
Indigenous			

- (22) Is the floor area, power etc. sufficient for you; please give details of your expansion programme, if any.
- (23) Details of arrangements for quality control of products such as laboratory etc.
- (24) Whether stores were tested according to any standard specifications. Also copies of original test certificate should be submitted in duplicate.
- (25) Are you income tax payer. If so please attach attested copy of latest income Tax Clearance Certificate.
- (26) Power of attorney for signing documents on behalf of the firm or company with a certificate that the same has not been revoked as yet. It should be on a non judicial stamp paper of Rs. 3/-.
- (27) An affidavit that your firm has not so far been blacklisted/debarred by any Govt. It should be on a non-judicial stamp paper of Rs. 3/- We declare that the information given above is correct to the best of our knowledge and belief.

Signatures

(Seal of the firm)

(Name in Capital Letters)

Designation

Dated

For office use only

The information supplied by the applicant was verified by official by a personal visit to the factory on_____. The information is correct/incorrect as per the documents or record.

a) The firm is competent to manufacture the following items of standard quality to the extent of the capacity indicated for which enlistment/renewal of enlistment is recommended.

Sr. No.	Name of Item	Brief specifications.	Capacity per month
1.			
2.			
3.			
4.			
5.			
6.			

b) The firm is not competent to manufacture the following items of standard quality for which enlistment/renewal of enlistment is not recommended.

S. No.	Name of item

Signature

(Name in Capital Letters)

Dated

Designation

Place

Name of the Office

INSTRUCTIONS FOR THE GUIDANCE OF APPLICANTS

1. All the columns should be filled in properly and legibly.
3. The applicants may please read carefully, the clause in respect of Income Tax Clearance Certificate Power of Attorney and Blacklisting given in the application form. The certificate/affidavits must be supplied along with the application to avoid delay.
3. The application form as approved contractors with the Haryann Stores Purchase Department should be routed through the concerned Director of Industries in respect of the applicants of other than Haryana State and the firms with Haryana State should route their applications through the General Manager, District Industries Centres concerned who may be required to furnish a report on the following points :—
 - (i) Particulars given in the application form have been verified.
 - (ii) The machinery installed for undertaking the manufacture of an item/items for which registration as approved contractors is sought for is adequate.
 - (iii) The unit is capable of executing Govt. orders from both point of view of technical know how and financial resources duly supported with bank reference as per ISI marks or quality mark specifications.
 - (iv) Approximate value upto which the stores can be supplied is estimated to be Rs. _____ per annum.
4. The firms registered with the Director General of Supplies and Disposals, New Delhi may send application direct to this office along with a copy of the registration certificate duly attested by a Magistrate or an Oath Commissioner.

FORM SP 1.(b)

(Referred to in para 3,4)

APPLICATION FORM FOR TRADERS

APPLICATION FOR REGISTRATION AS APPROVED CONTRACTORS
WITH HARYANA BY SOLE SELLING AGENTS DISTRIBUTORS OF
MANUFACTURERS ABROAD/IN INDIA IN THE SPECIFIED AREA

(1) Name of the firm :—

(2) Address :—

(3) Head Office

(i) Branch Office :—

(ii) Telegraphic Address ————— Telephone No. —————

(4) Is the firm Registered under :—

(a) The Indian Companies Act. 1912.

(b) The Indian Partnership Act. 1932.

(c) If not, who are the owners.

Please give full address of all partners in the case of firm, extent of share held by each.

5. Are you a manufacturer's/Agent/Distributors,
if so, please state.

(c) Name and address of each manufacturer:—

(ii) Stores made by each manufacturer

(iii) Do you hold the sole Agency/distributorship.

(iv) Do you also stock goods as Agent/distributors,
if so please give details.

(7) Please give name & address of your bankers.

(8) Are you on the list of approved contractors of
any other Govt. authority, if so please give
detail and also attach a certificate of Registration.(9) Have you executed any Govt. contracts in the
past 2 years, if so, please give details.

- (10) Are you an Income Tax payer, if so please attach attested copy of the latest income Tax clearance certificate and a latest copy of power of Attorney of date for signing documents.
- (11) Please give an affidavit that your firm has not so far been black-listed/debarred by any of the Govt. Department.

DECLARATION TO BE MADE BY APPLICANT

I/we have hereby declare that the above entries made by/me/us on this day of _____ 198 are true to the best of my/our knowledge.

Signature of applicant.

(1) Witness

Address

(2) Witness

Address

FORM SP-2

*(Referred to in Para 3.6)*OFFICE OF THE DIRECTOR SUPPLIES & DISPOSALS,
HARYANA, CHANDIGARH.

REGISTRATION CERTIFICATE

This is to certify that

M/s.

have been registered as Approved Contractors/Suppliers with the Director Supplies & Disposals, Haryana, Chandigarh—vide Registration No.

for the period from

to for the following

Stores.

Sl. No.	Trade Group	Detail of items.
---------	-------------	------------------

Asstt./Deputy Director(s),
for Director Supplies & Disposals, Haryana.

FORM SP-3

(Referred to in Para 3.6)

OFFICE ORDER

M/s. _____

have been registered as approved contractors/Manufacturers stockists/Dealers with the Director Supplies & Disposals, Haryana vide Registration No : ST/Regd/ for the period from _____ to _____ for the Trade Group/Stores mentioned below :—

Sr.No.	Trade Group No.	Details of items
--------	-----------------	------------------

All the purchase sections are advised to send tender notices/enquiries for the particular stores for which they are registered with this office. They may also be exempted from the deposit of earnest money.

Asstt./Deputy Director(s)
for Director Supplies & Disposals, Haryana.

H.A. (E)

H.A. (G)

H.A. (TL)

Master File of St. Section.

FORM SP-4

(Referred to in para 3.6)

No. S.T./REG./

From

The Director Supplies and Disposals,
Haryana, Chandigarh.

To

M/s.

Dated

*Subject :—*Registration of firms as approved contractors with the Director Supplies and Disposals, Haryana.

Dear Sirs,

Please refer to your application for registration of your name on the list of approved contractors of this department.

2. You are hereby informed :—

(i) That a sum of _____ sent by you as Registration fee for the period from _____ to _____ has been received.

(ii) The security deposit of Rs. _____ pledged in favour of Director Supplies & Disposals, Haryana has been received vide :—

Postal Saving Bank Pass Book Account No. _____

/National Saving Certificate No./Nos. _____

Bank or Postal Draft No./Nos. _____

Govt., securities in the form of _____

The said deposit has been detached vide this office detach No. _____

dt. _____

(iii) Your name has been registered under the registration number indicated in the enclosed Registration Certificate.

(iv) Your name has been registered for the supply of items under Trade Group/Groups No. _____ details of which are given in the enclosed Registration Certificate.

(v) The whole of the amount of security shall stand forfeited in any of the following cases :—

(a) If a contract is concluded with you and you fail to execute any agreement embodying the terms of the contract, to deposit the security and samples in accordance with the terms of that contract.

- (b) You fail to pay the losses sustained by Government on account of the purchases made at your risk due to your failure to make the supplies in conformity with the terms of the contract.
- (c) You fail to submit to this office regularly the quarterly statement of supplies made to the Indenting Officers.
- (d) You are found to have indulged in any malpractices as explained in clause 17(ii) of the Schedule B of conditions of contract (attached herewith) or fail to perform or commit a breach of the conditions laid down in respect of adhoc orders placed with you during the existence of that contract.
- (vi) Registration on the approved list does not guarantee the award of the contracts.
- (vii) Demands valuing Rs. 2,000/- and above are advertised in the press twice a month i.e. on the 1st and 16th of every month. These also appear in the Indian Trade Journal published weekly by the Manager of Publications, Civil Lines, New Delhi. The annual subscription of the Journal is Rs. 96/- including postage. The advertisement appears in the various News papers invariably on the dates mentioned above. You are advised to see the advertisement in the said papers in your own interest.
- (viii) The registration is for the period stated overleaf for the present. To enable this office to consider the question of retaining you on the list of approved contractors for a period of three years, you are requested to submit at the end of 12 months period of trial, a statement in the enclosed form showing the particulars of orders placed on you during the period together with a sum of Rs. 75/- as renewal fee for three years at the rate of Rs. 25/- per year.

3. It is also requested that :—

- (a) you should quote the Registration Number on any tender submitted by you to this office failing which your tenders are liable to be ignored. You should clearly indicate that you are registered for the item being quoted by you.
- (b) any subsequent change in the constitution or working of the firm should promptly be communicated to this office within a fortnight failing which the registration will be liable to cancellation.
- (c) you should communicate within 15 days of the receipt of this letter, the acceptance of the terms and conditions proposed above, otherwise the registration will stand cancelled.

Asstt./Dy. Director(s),
for Director Supplies & Disposals, Haryana.

Proforma of Supplies (See para 2(viii))

1. Serial No.
 2. Supply order No. & date.
 3. Name of Indentor /Consignee.
 4. Name of items.
 5. Value of order executed.
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FORM SP-5

(Referred to in para 3.10)

REGISTER OF APPROVED CONTRACTORS

Sr. No.	Case No.	Name of the firm	No. and date of registration	Period of initial registration	Date of renewal
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FORM SP-6

(Referred to in para 3.11)

REGISTER OF FORMS OF REGISTRATION

Account of Form SP 1(a)/SP 1(b)

Date	Opening Balance	New Forms received <i>Number of</i>	<i>S. Nos.</i>	Total Forms (Col. 2+3)	Signatures of Drawing & Disbursing officer verifying new receipt	No. of Forms sold during the day	Closing balance
1	2	3	4	5	6	7	8

FORM SP-7

(Referred to in para 3.12)

REGISTER OF SALE OF REGISTRATION FORM

Date	Form No. (S)	Receipt No. (S) and date	Total Nos. of form issued	Amount collected
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Signature of Sale clerk

Signature of Cashier
receiving the amount

Total amount collected during the day.
Total amount deposited with the Cashier.

FORM SP-8

(Referred to in Para 6.1)

INDENT FORM FOR PURCHASE OF STORES IN ONE LOT

SEPARATE INDENTS IN DUPLICATE SHOULD BE FORWARDED FOR EACH CATEGORY OF STORES.

INDENT ON THE DIRECTOR S UPPLIES AND DISPOSALS, HARYANA,
CHANDIGARH

Indent No.

Dated _____

Indenting Department

Telegraphic address

Reference to any previous correspondence in connection with the purchase of the articles included in this indent.

CERTIFICATE OF AUTHORITY TO PURCHASE

I hereby authorise the Director Supplies & Disposals, Haryana, to purchase the stores detailed in this indent on such terms and conditions as he considers suitable.

Signature & Designation of the Indenting Officer,

Note :—1. The certificate is to be Counter-signed by the competent officer if the officer signing the indent is not authorised to place indent.

2. Local bodies under the jurisdiction of the Government of Haryana unless they have already furnished a general authority to the Director of Supplies & Disposals Haryana on the subject, should sign the following certificate.

I hereby authorise officers of the Directorate of Supplies and Disposals, Haryana, to enter into a contract for the purchase of stores detailed in this indent, on such terms and conditions as they consider suitable in the name and behalf of the*

Signature and Designation
of the Officer Signing the Indent

*The exact nomenclature to be adopted in the contract according to the law or convention of the State or the statutory name of the local body concerned should be stated here and the certificate should be signed by a duly authorised person by a seal if required.

HEAD OF THE ACCOUNT TO WHICH THE COST IS DEBITABLE

Major Head.....

Minor Head —.....

Sub Head

Store to be consigned to :—

1. Designation of the Consignee.
2. Railway station (Please mention the shortest route to that station).
3. Postal Address.
4. Telegraphic Address.

STORES TO BE BOOKED TO :—

1. By goods/passenger train.
2. At owner's/Railway Risk.
3. Duly insured or not.
4. Freight paid/to pay.

Inspection to/not to be carried out by the consignee before despatch.

Railway Receipt to be sent to (give full address)

If Railway Receipts to be sent through the bank indicate the name of the bank preferred.

Any special instructions.

FINANCIAL CERTIFICATE

(Usual Form)—

- (a) I certify that the expenditure involved has received the sanction of the competent authority and that funds are available under the proper head in the sanctioned budget allotment of this Department for the current financial year. Certified further that the purchase of stores detailed in this indent has been authorised by the competent authority and the stores are required in the interest of public service.

Signature of the Indenting Officer

Dated

(Alternative form)—

- (b) N.B. This certificate is to be signed when the stores are to be purchased and paid for before funds are allotted.

I certify that the expenditure involved has received the sanction of the competent authority and that I have been authorised by the Government to incur liability in respect of stores indented for herein in anticipation of funds being provided for the same.

Indenting Officer.

Dated _____

(Alternative form)—

- (c) N.B. This certificate is to be signed when indent is placed in anticipation of the sanction.

I certify that the sanction of the competent authority has been applied for, for the expenditure involved which is being incurred in anticipation of sanction.

Signature of Indenting Officer.

Dated _____

† N.B.—Supply orders for stores included in the indent, indent with certificate (Alternative form) will not be placed unless sanction of the competent authority is received.

DETAILS OF THE INDENTED STORES

Stores of allied nature/category should be requisitioned in one indent,
Stores of different categories should be indented for separately

Sr. No.	Name of Stores	Number or quantity in metric system	Detailed specification in metric system along with drawings and samples, if necessary	Date of delivery if delivery is required by instalments dates of monthly or weekly instalments	Estimated value of each stores	Purpose for which required	Probable sources of supply if known	Whether stores are of imported nature. If so, would it be possible to secure import licence and foreign exchange	In case of imported stores it may be certified that the substitutes thereof are not manufactured indigenously	Whether the Institution has been exempted from payment of custom & Excise Duties. If so certify to the effect may be recorded	Whether the good are of fragile nature and are to be insured	Address of consignees with despatch instructions
1	2	3	4	5	6	7	8	9	10	11	12	13

Certified that the expenditure involved has received the sanction of
Competent Authority and expenditure will be debited to Major Head
Minor Head4

No.

Forwarded to the Director Supplies and Disposals, Haryana for
arranging supply.

Signature of the Indenting Officer

FORM SP-9

INDEX REGISTER

(Referred to in para 6.2(a))

Name of the Section _____

Year _____

Case No.	Name of I.O.	Letter No. & Date	Description of stores	Remarks
1	2	3	4	5

FORM SP-9A*(Referred to in para 6.2 (d))***INDENT PROGRESS REGISTER**

Sr. No.	File No. & Description of Stores	Name of the Indenting Officer	Indent No. & date with Approx. value	Date of Opening of tender	Date of meeting of Tech. Committee	Date of meeting of S.P.C.	Date of issue of acceptance or supply order	Date of expiry of delivery period	Date of release of security	Remarks	Signature of D.A./ H.A.
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FORM SP-10

(Referred to in para 6.3(iii))

PROFORMA REGARDING INVENTORY CONTROL

1. Total Annual requirement for the financial year _____ of the department as a whole. _____
2. Stock physically available on 1st March, last.
(year to be indicated). _____
3. Pending orders on 31st March last
(Year to be indicated for which deliveries are yet to be received) _____
4. Extent to which deliveries against (3) above are likely to be received in the current financial year _____
5. Extent to which deliveries against (3) above have been received in the current financial year _____
6. Extent to which orders have been placed in the current financial year _____
7. Extent to which deliveries against (6) above are likely to be received in the current financial year _____
8. Amount of budget provision for the current financial year _____
9. Amount for which orders have already been placed in the current financial year (i.e. amount of 6 above) _____
10. Value of supplies received in the current financial year. _____
11. Value of supplies likely to be received in the current financial year against already pending orders (i.e. value of 5 and 7) _____

Signature of the Indenting Officer/
Head of the Department.

FORM SP-11

(Referred to in para 6.5)

TENDER NOTICE NO. _____

Gram : HARSUP

Phones : 26705
31367
20717

OFFICE OF THE DIRECTOR SUPPLIES & DISPOSALS, HARYANA

S.C.O. No. 1032-33, Sector 22-B Chandigarh

Scaled tenders in duplicate are invited for the supply/disposals of the following stores upto _____ on _____ for items under Group I and upto _____ P.M. on _____ for items under Group II. Tenders brought personally should be deposited in the tender box lying with the receptionist. No tender brought personally shall be accepted under any circumstances after 2.00 P.M.

Sr. No.	Superscribed Stores	No. & Description of	Quantity	Tender fee (Rs.)	Earnest Money(Rs.)
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PART-I-SUPPLY

PART-II-DISPOSAL

Tender forms are available in the offices of :—

- (i) The Director, Supplies & Disposals, Haryana, S.C.O. No. 1032-33, Sector 22-B, Chandigarh.
- (ii) General Manager, District Industries Centre located at Ambala, Panipat, Kurukshetra, Sonapat, Hissar, Sirsa, Jind, Bhiwani, Narnaul, Gurgaon and Faridabad.
- (iii) Industrial Liaison Officer, Haryana Bhawan, Copernicus Marg, New Delhi.

The tender forms can be purchased on cash payment or through crossed postal orders drawn in favour of the Director, Supplies & Disposals, Haryana, Chandigarh (by designation and not by name) between 2.00 P.M. to 4.00 P.M. on all working days.

3. If the tenderers are not able to purchase the requisite tender forms they may send the tender on their letter head forms alongwith prescribed tender fee in the shape of Crossed Postal Order. Tenders not accompanied with the requisite earnest money/tender fee as mentioned above against each item shall be ignored. The earnest money should be in the shape of call deposit receipt/F.D.R. drawn on any Scheduled

Bank/Nationalised Bank duly pledged in favour of the Director, Supplies & Disposals, Haryana. No demand draft shall be accepted as earnest money by this office and that the offer may be rejected straightaway on this account without giving any opportunity to the tenderers to deposit call deposit receipt/F.D.R. in lieu of the demand Draft.

4. "Against item of 'SUPPLY' only manufacturers or their distributors/ Agents/Stockists are entitled to submit their tenders. The manufacturers should supply documentary proof, e.g. Registration with Director of Industries, National Small Scale Industries Corporation or D.G.T.D. as the case may be. The offers other than those from the manufacturers should be supported with an authority letter from the manufacturers authorising them to quote rates alongwith documentary proof as above".

5. The Director Supplies & Disposals, Haryana, reserves the right to reject any tender without assigning any reason.

6. Literature, Test Reports, Samples/tested samples should be sent alongwith the tender in respect of the items mentioned hereunder :—

Literature : Item Nos _____

Test Report : Do

Samples : Do

7. The samples should be deposited with sample Assistant in Kothi No. 254, Sector 35-A, Chandigarh by 2.00 P.M. on . No G.R. or R.R. will be got retired by this office and responsibility for the same will rest squarely with the concerned tenderers.

ASSTT./DEPUTY DIRECTOR SUPPLIES & DISPOSALS
for & on behalf of Governor, Haryana.

FORM SP-12

(Referred to in para 6.5)

NOTICE INVITING QUOTATIONS

From

The Director Supplies & Disposals, Haryana,
Chandigarh.

To

M/s. _____

No.

Dated Chandigarh the,

Dear Sirs,

Please quote your lowest rates for the stores as given below subject to the terms and conditions noted below and given in the sheet attached/Schedule 'B'. Your quotations must reach this office upto 2.00 P.M. on _____ at the latest.

2. The quotations must be sent in a sealed cover superscribed No. _____ on _____ at 2.00 P.M. The quotation must reach this office by or before upto 2.00 P.M.

3. In case you do not implicitly follow these instructions and all the conditions attached herewith your quotation may not be considered.

4. Quotations will be opened on the same day at 2.00 P.M. in the presence of such tenderers or duly authorised representative who may care to attend.

Sr. No.	Description of Stores	Qty.	F.O.R.
Any Rly. Station in Haryana Delhi and Chandigarh.			

Conditions :

1. The tenderers must send an attested/photostat copy of valid ISI marking certificate/licence issued in their favour by the Indian Standard Institution.
2. The goods should be offered by the manufacturer and in case the offer is not given by the manufacturer, the tenderers must enclose a certificate from the manufacturer that the product is manufactured

by them and material offered is from the manufacturer and should also provide test report of that product from the manufacturer obtained by them from a Govt., Lab., Govt., approved Lab. The tenderers will also enclose a letter of authority from the manufacturers. The supply shall be despatched direct from the manufacturers. The tenderer will supply an authority letter from the manufacturer giving guarantee for satisfactory supply and satisfactory execution of the contract.

3. The registration No., Batch No. date of manufacture and date of expiry be printed on the container of the stores in clear word. Printed instructions should be placed with packing with the name of manufacturers.
4. Packing and labelling must conform to the relevant provision of Insecticide Act 1963 and the rules framed there under.
5. The rates should be quoted on F.O.R. destination basis and packing should be same as specified above.
6. The stocks should not be more than three months old at the time of despatch and date and month must be printed on the packing with their particulars to ensure that the insecticides remain effective for a long period.
7. The tenderer will enclose photostat copy of registration certificate issued by the Central Insecticides Board and in case they do not do so, their offer may be ignored.
8. 90% payment will be made against R/R through bank provided the goods are despatched at railway risk and R/R supported with inspection note and test report. Balance 10% payment will be made within 30 days after the execution of the complete order and correct receipt of goods as per specifications and terms of the contract at destination. Bank charges will be borne by the suppliers.
9. *Fall Clause* : (i) The price charged for the stores supplied under the contract by the firm shall in no event exceed the lowest price at which the contractor sells the stores of identical description to any other person during the period of contract.
- (ii) If at any time during the said period the contractor reduces the sales price of such stores or sells such stores to any person at a price lower than the price chargeable under the contract he shall forthwith notify such reduction or sales to this office and the indenting Officers and the prices payable under the contract for the stores supplied after the date of coming into force of such reduction of sales shall stand correspondingly reduced.
10. In case the offer is not given by the manufacturer the tenderers must enclose a dealer's/Distributors rate list from the original manufacturers.
11. The testing fees of the samples will be borne by the supplier whenever supply will be got tested.

12. Delivery period : The material is required immediately (from ready stock). Tenderers should quote earliest delivery period within which the material can be supplied.
13. Tenderers should clearly indicate the tax and levies etc. as legally applicable in their offers.
14. Enclosed schedule 'B' should be returned duly signed.
15. No price variation clause will be accepted at all.
16. The price preference will be given as under :—
 - (a) Large and medium scale Industry both in backward and other area of Haryana 5%.
 - (b) Small Scale Unit situated in non backward area in Haryana. 10%.
 - (c) Small Scale Unit situated in backward area in Haryana. 15%.
 - (d) Tiny units situated in Haryana. 20%.

The firms covered in the categories indicated above should send certificate/proof from the Director of Industries, Haryana, Chandigarh or from the G.M. of the District Industries Centre, concerned in Haryana to the effect that the product is manufactured by the tenderers in their premises in the backward/non-backward area and without the certificate/proof, the claim of the price preference shall not be considered at all. For price preference the firm must have registered office for sales tax purpose in Haryana and billing should be done from Haryana. Only those units which was set up on or after 1.11.83 are entitled to claim price preference.

17. The rates shall be kept valid upto—Withdrawal of rates amendment/modifications during the validity period of rates shall be considered as unbusiness like behaviour which will result in forfeiture of earnest money, Penal action such as debarring of tenderers for their unbusiness like behaviour is liable to be taken.
18. Please indicate the name and designation of the person who signs the Schedule 'B' who will carry on further correspondence in this case.
19. All disputes will be settled within the jurisdiction of the Head quarters of the Directorate Supplies & Disposals, Haryana.

(Other terms & conditions as per schedule 'B' enclosed/Sheet attached).

Yours faithfully,

Asstt./Deputy Director, Supplies & Disposals
for & on behalf of Governor of Haryana.

FORM SP-13

(Referred to in para 6.5 & 6.6)

SCHEDULE 'A'

Tender Notice No.

Sr. No. of Tender

Superscribed No. of Tender

Due date of opening of Tender

Cost of tender form

Rates to be kept valid for acceptance upto

Sr.No.	Description of Stores	Qty.	F.O.R.
--------	-----------------------	------	--------

Important Conditions :

1. Tenders not accompanied with earnest money of Rs. _____ in shape of Call deposit receipt pledged in favour of the Director Supplies Disposals, Haryana, and without prescribed tender form or tender fee shall be rejected.
2. In case the offer is withdrawn during the period of validity of offer, the earnest money shall stand forfeited and action to debar the firm for unbusiness like dealing will be taken.
3. Successful tenderer will be required to deposit security at the rate of 5 % or 2 % of the value of supply order depending on the total value of order.
4. The tendering parties may please send leaflet/literature alongwith the offer, failing which the same will be ignored.
5. The firms of repute and those registered with Director Supplies and Disposals, Haryana or D.G.S.&D. or N.S.I.C. should give their Registration No. in their offer. Other tenderers should send photostat copies of valid Sales Tax Registration certificate. Sales Tax will be paid only after, it has submitted a photostat copy of Registration certi-

ificate under the Sales Tax Act to the consignee as well as to Director Supplies & Disposals, Haryana, Chandigarh.

6. Earliest delivery period be clearly indicated in the offer.

(Other terms and conditions as per sheet attached).

Asstt./Deputy Director Supplies & Disposals,
for & on behalf of Governor of Haryana.

FORM SP-14 (a)

(Referred to in para 6.6 (vi))

REGISTER OF TENDER FORMS RECEIVED FOR SALE

Sr.No.	Total No. of Forms	Cost of each form
1	2	3

Signature of D.D.O.

FORM SP-14 (b)

(Referred to in para 6.6 (viii))

STOCK REGISTER OF TENDER FORMS FOR SALE

Value of the Form _____

Date	Opening balance	No. of new forms (with S.No. 5) received from caretaker	Total (Col. 2 & 3)	Signature of D.D.O. verifying the new receipt (Col. 3 & 4)	No. of forms sold during the day	Closing balance	Signature of the clerk
1	2	3	4	5	6	7	8

(Referred to in pars 6.7 (b))

REGISTER OF OPENING OF TENDERS

Date of Opening of Tender/Quotations]

Tender/Quotation Notice No. _____

Sr. No. Name of the Section	File No.	No. of sealed envelopes received against each file	Initial of the R.K. concerned
-----------------------------	----------	---	-------------------------------

Certified that Tender box was opened in our presence. In all _____ sealed envelopes were found
out of which _____ related to Tender Notice No. _____ which were opened in presence of
the Panel, Signature of officers of panel.

Name	Signature
1	
2	
3	
4	

FORM

(Referred to in

DIRECTOR SUPPLIES &

NIO available at page _____

1. Tender Notice No. _____

2. Sr. No. of Tender _____

3. Sup. No. of Tender/Quotations(F No. _____)

4. Opened on _____

5. Valid upto _____

1. Name of Tenderer	1	2	3	4
2. Whether the tenderer has been debarred/banned etc.				
3. Brief description of the item				
4. Ref. of page of relevant file where tender of the firm is available				
5. Price quoted				
6. F.O.R.				
7. (i) Sales tax _____				
(ii) Ex-Duty _____				
(iii) Other Taxes _____				
8. Erection charges				
9. Discount offered, if any				
10. Price Preference, if any, claimed				
11. Net Price after taking into account 5 to 9				
12. Gradation				

SP-16

para 6.8)

COMPARATIVE STATEMENT OF RATES

DISPOSALS, HARYANA, CHANDIGARH

Name of I.O. _____ Counter signed
App. value of Stores _____ by _____

Prepared by D.A. _____ (Branch Officer)

Dated _____

Checked by H.A. _____

Dated :

5

6

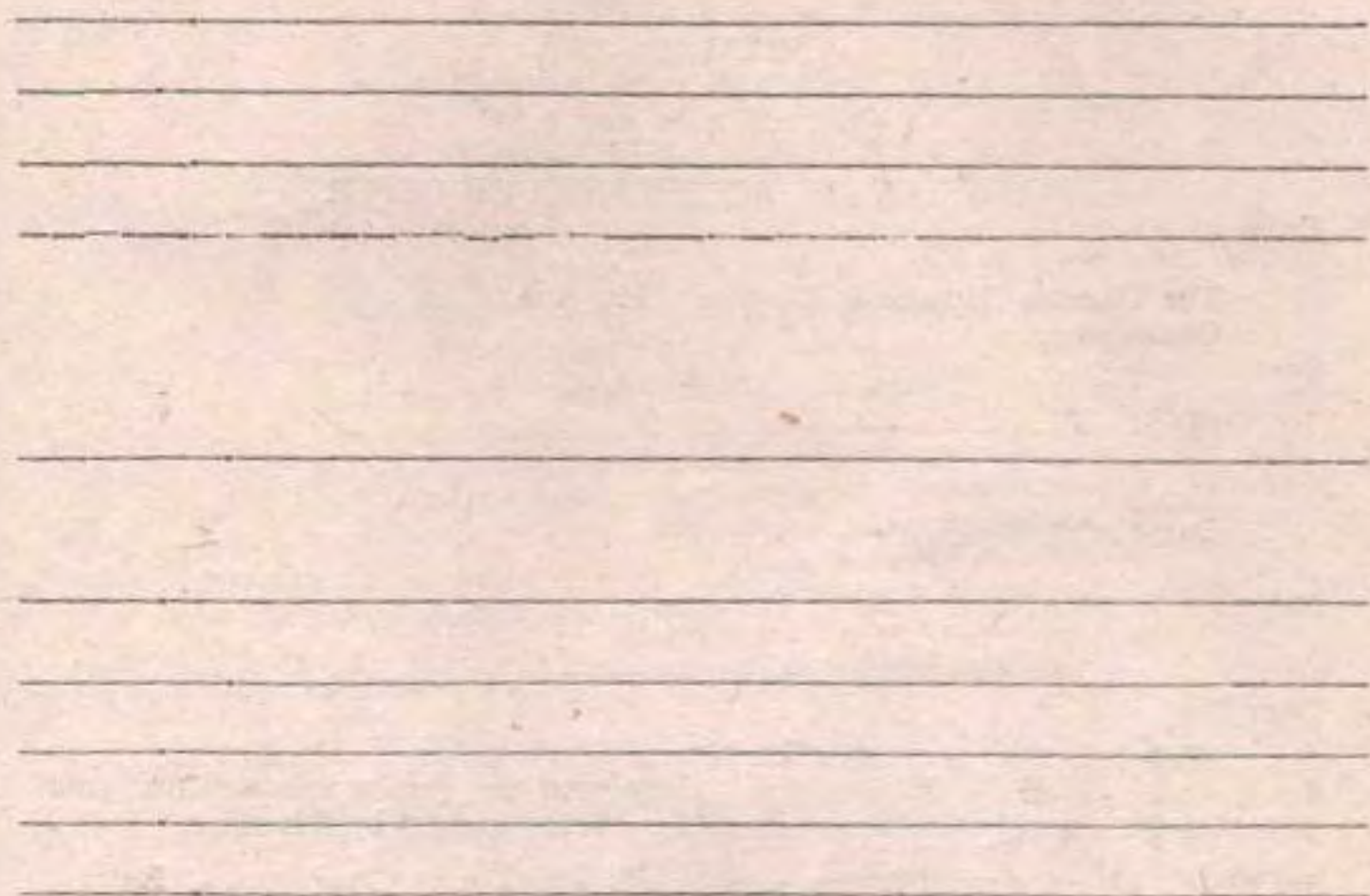
7

8

9

10

-
- | | |
|-----|--|
| 13. | Price variation |
| 14. | Payment terms |
| 15. | Delivery period |
| 16. | Whether the tender is on the prescribed form accompanied with schedule 'B' or Prescribed tender fee received |
| 17. | Whether E.M. deposited or firm registered with DGS& D/D.S. & D/NSIC |
| 18. | Whether test report received |
| 19. | Whether sample received |
| 20. | Validity |
| 21. | Remarks |
-



FORM SP-17

(Referred to in para 6.19)

LETTER OF ACCEPTANCE OF OFFER

From

The Director Supplies & Disposals, Haryana,
Chandigarh.

To

M/s. _____

No.

Dated Chandigarh the—

Subject : Tender No. _____
for the supply of _____

Dear Sirs,

With reference to your offer No. _____
dt. _____ on the subject noted above, you are hereby informed that your
rates for the supply of following stores have been accepted by this office.

Sr. No.	Description of Stores	Qty.	Rates
---------	-----------------------	------	-------

2. The terms and conditions of acceptance shall be as under :—

- (i) F.O.R. Destination.
- (ii) Sales tax extra against form _____ to be supplied by the Incoming Officer/Consignees.
- (iii) Delivery period :—
- (iv) Payment Terms :—Payment will be made through bank against R/R duly supported with inspection note and balance _____ within 30 days of receipt of stores at destination provided the goods are booked at Railway risk and bank commission shall be borne by you.

3. You are requested to deposit security of _____ in the shape of Call deposit receipt/F. D. R. pledged in the favour of Director Supplies & Disposals, Haryana within seven days and also send Schedule 'B' enclosed herewith containing conditions of contract duly signed on all the pages and return to this office.

Please acknowledge receipt.

Yours faithfully

Dy./Asstt. Director
for & on behalf of Governor of Haryana.

FORM SP-18

(Referred to in para 6.36)

Proforma-I

Regd. From

The Director,
Supplies & Disposals, Haryana
Chandigarh.

To

M/s. _____

No. _____

Dated Chandigarh, the :—

Subject :—Return of deposit on account of Earnest money Security.

Tender No. _____

Dear Sirs,

With reference to your offer on the subject noted above, I am returning herewith your Fixed Deposit/Demand Draft/Depotit Call Receipt No. _____ Dated _____ for Rs. _____ as the same is no longer required by this office.

Please acknowledge receipt.

Yours faithfully

for Director Supplies & Disposals
Haryana

Endst, No. _____

Dated : _____

A copy is forwarded to the Manager _____ for information and necessary action. Payment may kindly be made to the firm accordingly.

2. It is also certified that I am duly authorised under Article No. 299(i) of the constitution of India and the Government of Haryana vide Notification No. 294/II/594757, dated 20-2-1969. Since the nomenclature of the Controller of Stores, Haryana has been changed to Director Supplies & Disposals, Haryana the securities pledged in the name of Controller of Stores, Haryana, are being released under the new designation.

for Director Supplies & Disposals,
Haryana.

CC :

Concerned Section Incharge.

FORM SP-19

(Referred to in para 6.24(c))

Proforma-II

From

The Director,
Supplies & Disposals, Haryana,
Chandigarh.

To

Memo No. _____

Dated Chandigarh, the :—

Subject :—Supply order No. _____ Dated _____
placed with M/s. _____
for the supply of _____.

Please refer to the supply order on the subject cited above.

2. The firm has requested for the extension of the delivery period
vide their letter No. _____ dated _____
addressed to this office and a copy endorsed to you (copy enclosed).

3. You are requested kindly to send your recommendations within
15 days/one month from the date of the letter as to whether the delivery period
be extended as required by the firm and if so also please send a certificate in the
following form :—

"Certified that the reasons for delay in making the supplies are
genuine and beyond the control of the contractor and there has
been/will be no financial loss to the Government on account of this
delay."

4. It may be noted that in case no reply is received from your end
within the specified period, it will be presumed that you have no objection to the
extension of the delivery period as sought by the firm and the case will be processed
by this office on merit without any further reference to you and the responsibility for
any consequences will be entirely of your office. In case you consider it necessary to
collect any information from the field officers, the same may kindly be done
within the specified period, by deputing special staff, if necessary. The mere fact
that the information has not been received from the quarters concerned, or any
interim reply that the same is being collected or awaited will not constitute any
valid ground for holding up the case beyond the specified period.

for Director Supplies & Disposals, Haryana,
Chandigarh.

FORM SP-20

(Referred to in para 6.27)

SAMPLES REGISTER

Tender Notice No. _____
& Date _____
Date of opening _____

Name of item _____

Sr. No.	Name of the firm	Qty.	Initials of the member of panel opening tender	Date of return of samples alongwith page of file in which letter for release of samples has been filed
------------	------------------	------	---	---

FORM SP-21

(Referred to in para 6.31(b))

AFFIDAVIT FOR RELEASE OF APPROVED SAMPLES

I _____, son of _____, resident of _____
 _____ do hereby solemnly declare on behalf of M/s _____
 that the following approved samples relating to the Rate Contract/supply order
 No. _____ dated _____ for the supply of _____
 _____ have been returned to me/my firm/Company :—

Details of approved samples returned

That the above said approved samples would be retained by me/us in safe custody till successful execution of the orders placed against the above said rate contract/supply order. No change or modification shall be done in the sample till it remains in our/my custody.

That the same shall be produced before the Inspecting Officer at the time of inspection of bulk supply.

Deponent

I _____, the above named deponent do hereby solemnly affirm and declare that the contents of my above affidavit are true and correct to the best of my knowledge and nothing has been concealed thereof.

Deponent

FORM SP-22

(Referred to in para 10.10 (ix))

INSPECTION NOTE

1. Date and place of Inspection.
2. Designation of the Indenting Officer.
3. No. & date of supply order.
4. No. & date of the Rate Contract, if any.
5. Name and address of the contractor.

Sr. No.	Description of Stores	Qty. ordered	Qty. offered	Qty. accepted	Qty. rejected	Remarks
---------	-----------------------	--------------	--------------	---------------	---------------	---------

1. Reasons for rejection if stores are rejected.
2. The stores have been inspected and accepted as strictly conforming to the specifications/approved sample/muster pattern.
3. The stores have been inspected visually and samples drawn and sent to _____ (Name of Lab.) for testing duly sealed with seals of the undersigned and the contractor. The whole lot has also been stamped with the seal & it shall be taken as accepted subject to satisfactory test report.
4. The accepted stores have been marked as _____ (facsi-mile of the mark).
5. The inspection note has been issued without prejudice to the terms of the contract.

Signatures of the Contractor
(Name and Status)
Seal :

Signatures of Inspecting Officer(s)
(Name and Designation _____)
Seal :

Endst No. _____

Dated : _____

Copies forwarded to the following for information and necessary action :—

1. M/s _____
(Name of the Contractor)

Inspecting Officer's signature
Designation _____

2. Indenting Officer

One copy.

- | | |
|--|----------------|
| 3. Consignee(s) | One copy each. |
| 4. Director Supplies & Disposals,
Haryana, Chandigarh | One copy |

Inspecting Officer's signature
Designation _____

Note : Delete whatever is not applicable.

FORM SP-23

(Referred to in para 11,12)

REGISTER OF ARBITRATION CASES

Sr. No.	Case No.	Name of Item	Name of the parties	Amount claimed	Date of filling of application	Date of Decision	Remarks	Signature
1	2	3	4	5	6	7	8	9

FORM SP-24

(Referred to in paragraph 12.2)

STATISTICAL REGISTER FOR ADHOC PURCHASES OF _____ SECTION

Name of the month. _____

Sr.No.	Tender File No.	Name of I.O.	Name of Item	Supply order No. & date	Name of Suppliers	Rates accepted	Total Value
1	2	3	4	5	6	7	8

Total value during the month _____

Progressive total during the year
up to date _____

Signature of the D.A./H.A. _____

(Referred to in para 12.2)

STATISTICAL REGISTER FOR PURCHASE AGAINST RATE CONTRACT

Sr. No.]	No. & date of the Rate Contract	Validity period of rate contract	Name of Item	Period	Name of the firm	Total value of Purchase
1	2	3	4	5	6	7

Total value of the purchases for
the quarter _____Progressive total upto the
latest quarter _____

Signature of DA/HA _____

FORM SP-26

(Referred to in para 13.8(b))

REGISTER OF DAILY SALE OF TENDER FORMS

Date	Sr. No. of Tender form	Receipt No.	Name of Party	Amount received
1	2	3	4	5

Total Sale for the day Rs. _____

Signature of Accountant Signature of Tender
Sale Clerk

FORM SP-27

(Referred to in para 13.9)

REGISTER OF FORFEITED EARNEST MONEY/SECURITY

Sr. No.	Detach No. & Date	File No.	Deposit at call draft No. & Date	Amount	Name of firm	Name of issuing Bank	Adjust- ment by Challan No. & Date of S.B.I. Chandi- garh	Despatch No. & Date of letter to S.B.I.	Sig- nature of DDO
1	2	3	4	5	6	7	8	9	10

FORM SP-28

(Referred to in paragraph 13.18 (b))

Detach No. & Date	Name of firm and file Number	No. of Security and Name of Bank	Amount	Particulars of re- lease/forfeiture/ Adjustment etc. with initial of DDO
1	2	3	4	5

FORM SP-29

(Referred to in para 13.18(c))

U.O. RELEASE ORDER FOR EARNEST MONEY/SECURITY

File No. _____

The following earnest money/security deposit/s may be released by the Account Section to the firm/s mentioned below, as the same is/are no longer required in view of the reasons given in column 5.

Sr. No.	Name of the firm	Amount	Detach No.	Remarks
1	2	3	4	5
				(i) Unsuccessful Tenderers.
				(ii) Supply completed & the I.O. has given no demand certificate.
				(iii) The firm has given affidavit for the release of security etc.
				(iv) The contractors have furnished the affidavit that the supplies have been completed by them as per terms and conditions of the rate contract/supply order.

D.A.

H.A.G./E.

A.D.

S.O.

FORM SP-30

(Referred to in para 13.18(d))

LETTER OF RELEASE OF SECURITY

Regd.

Acctt./Release/.

From

The Director,
Supplies & Disposals, Haryana,
Chandigarh.

To

M/s.

Dated :—

Dear Sirs,

I return herewith duly discharged Deposit at call receipt No. _____
dated _____ for Rs. _____ drawn on _____
(name of the bank).

deposited as earnest money/Security in connection with tenders/contract
for the supply of stores.

Yours faithfully,

Deputy Director,
for Director Supplies & Disposals, Haryana,

Endst. No.]

Dated :—

A copy is forwarded to the Manager _____ (name of the bank) for information with the request that the payment may kindly be made to M/s. _____ (name of the firm).

It is also certified that I am duly authorised under Articles 299 (i) of the Constitution of India by the Governor of Haryana vide Notification No. 294/II/594757 dated 20-2-60.

Important Note : The nomenclature of Controller of Stores Haryana,

Department has been changed to Director Supplies & Disposals, Haryana. Therefore the securities pledged in the name of Director, Supplies and Disposals, Haryana are being released under new designation.

Deputy Director,
for Director Supplies & Disposals, Haryana.

Endst. No.

Dated :—

A copy is forwarded to the Disposal Section/HAG/HAE/HAT for information.

Case No.

FORM SP-31

(Referred to in para 13.21)

REGISTER OF TENDER FORMS GOT MACHINE NUMBERED FOR SALE

Value of form _____

Date	Opening Balance		Fresh forms received Machine numbered		Total form inhand		Details of form issued to Tender sale Clerk		Balance		Signatures	
	No. S.No.	From To S.No.	No. S.No.	From To S.No.	No. S.No.	From To S.No.	No. S.No.	From To S.No.	No. S.No.	From To S.No.	of Care Taker	of Tender Sale Clerk

FORM SP-32

(Referred to in para 14.23)

REGISTER OF FIRMS WITH WHICH GOVT. BUSINESS HAS BEEN SUSPENDED/BANNED

Sr.No.	Supply order no. & Date	Name of Item	Name of the firm with com- plete address	Name of Partners	Ground of Blacklisting	Period for which black listed	Remarks	Signature of the Branch officer with seal
1	2	3	4	5	6	7	8	8

FORM CD-1*(Referred to in para 16.2)***INDENT REGISTER**

Sr. No.	File No.	Particulars of Stores	Name of I.O.	Date of Indent received in DS&D office	Date of meeting of Condemnation Board	Date of Ad. Approval	Date of Govt. Approval	Date of Opening of tender	Date of Sale Order	Date of No. DC by I.O.	Signature
1	2	3	4	5	6	7	8	9	10	11	12

FORM CD-2

(Referred to in Para 16.3) (f)

INSPECTION REPORT

Registration No. _____ Type _____ Model _____ Make _____

Name of Deptt. _____

Name of the Driver _____

District _____

Date of Inspection _____

Chassis No. _____ Engine No. _____ Petrol/Diesel. _____

1. Condition of Engine
 2. Condition of Chassis
 3. Condition of Transmission
(Including diff. Assy, Propeller shaft
Gear Box Assy.)
 4. Condition of suspension
 5. Front Axle
 6. Steering Assy.
 7. Brake Assy.
 8. Condition of Elect. System.
 9. Condition of Paint.
 10. Condition of Body.
 11. Upholstry.
 12. Condition & No. of tyres.
- | | | | | |
|-----|-----|-----|-----|-----|
| (1) | (2) | (3) | (4) | (5) |
|-----|-----|-----|-----|-----|
13. Condition of Instruments & Accessories.
 14. No. of Miles including Kacha and pacca both upto the date of inspection.
 15. General condition of vehicle.
 16. Whether the wear and tear is in accordance with milage covered. If not specify reasons.
 17. Any damage to the vehicle with reasons.

18. Whether proper preventative measures have been followed and due care exercised in the upkeep of the vehicle.
19. Approx., cost of repairs done due to normal/abnormal wear and tear.
20. Whether the Registration Book is available with the Deptt. & will be handed over to the purchaser.
21. State if there is any missing part.
22. Reserve Price.
23. Book value (Purchase Value).

Full Name & Designation of the Members.

Signature

1.

2.

3.

4.

5.

the Proceedings of the meeting of the Condemnation Board held in the office of

on _____ regarding/Store/Vehicle No. _____

belonging to _____

Present Name of members

Designation

1.

2.

3.

4.

5.

Name of Indenting Officer

Designation

1. The Condemnation Board has examined the above vehicle No./Stores, and found it beyond economical repairs and as such declares it as condemned. The vehicle has covered its life in terms of years as well as in kms. and the Board has fixed its reserve price Rs. _____ as against the book value of Rs. _____

2. It would be the entire responsibility of the Deptt. to hand over the registration book of the vehicle to the Director, Supplies and Disposals, Haryana/Purchaser. In case the original registration book is lost, the Deptt. has to get it issued a duplicate copy and hand it over to Director Supplies & Disposals, Haryana/purchaser at the time of the delivery.

3. There is no difference of opinion amongst the members of the Board about the reserve price of the Vehicle/Stores.

4. The vehicle/stores are lying as Junk/Scrap. (if applicable)

Signature of the Members

1.

2.

2.

4.

5.

AUCTION-BID SHEET

2. Reserve price fixed by the Condemnation Committee/Board-----

DETAILS OF AUCTION BIDS

Member

FORM CD-5

(Referred to in para 16.7) (a)

(i) St. No. AMB-III-21956 dt. 26.11.81

(ii) St. No. AMB-CST-15616 dt. 26.11.81

From,

The Director,
Supplies & Disposals, Haryana, Chandigarh.

To

Memo No. DSD/Disp/Sale order/
Dated the :—

Sub :—Sale Order in respect of Veh. No. _____ belonging to
_____ auctioned on _____ at _____.

Dear Sirs,

Your bid for the above cited vehicle at Rs. _____ excl. of
S. Tax and surcharge has been accepted. You have already deposited the Sales
Tax and surcharge amounting to Rs. _____ vide receipt
No. _____ dated _____ / furnished form 'C'/'D' No. _____
dt. _____ with this office and also paid the total sale price to the
Indenting Officer. You are hereby authorised to take the delivery of the vehicle
alongwith registration book from _____
_____ within 72 hours
from the date of issue of this letter. In case you fail to do so 25% of the
amount already deposited will stand forfeited to the Government account.

Yours faithfully,

Deputy Director Supplies & Disposals,
for & on behalf of Governor of Haryana.

Endst, No. DS&D/Dis/

dt.

A copy is forwarded to the _____

_____ with reference
to his letter No. _____ dated _____.

2. He is requested to take the following actions :—

(i) The Registration book (s), if not sent to this Directorate earlier must be handed over to the purchaser at the time of delivery of vehicle (s) after getting full payment. In case the original registration books is not available a duplicate may be obtained and handed over to the purchaser. The purchaser should also be given spare stephney, tools kit, seats and other accessoires of the Vehicle(s) as per inspection report.

(ii) A letter for transfer of ownership in the name of the purchaser may be issued to the registering authority concerned immediately under intimation to this office.

FOR BOARD CORPORATIONS ONLY :—He is requested to deposit 5% departmental charges immediately.

Deputy Director,

for Director Supplies & Disposals, Hry.

Endst. No. DSD/Disp/

dt.

A copy is forwarded to the following for information & necessary action :—

(1) _____

(2) _____

(3) Sales Tax Assistant O/o the Director Supplies & Disposals, Haryana, Chandigarh.

Deputy Director,

for Director Supplies & Disposals, Hry.

FORM CD-6

(Referred to in para 16.7(a))

From

(Designation of Indenting Officer)

To,

Memo No. _____

Dated Chandigarh the :—

Subject :— Sale order in respect of Veh. No. _____ auctioned on _____.

Dear Sirs,

Your bid for the above cited vehicle at Rs. _____ exclusive of Sales Tax and surcharge has been accepted. You have already deposited the Sales tax and surcharge amounting to Rs. _____ vide receipt No. _____ dated _____ with this office and also paid the total sale price to this office. You are hereby authorised to take the delivery of the vehicle alongwith registration book within 72 hours from the date of issue of this letter.

Yours faithfully,

(Indenting Officer)

Endst. No.

dated

A copy is forwarded for information and necessary action to :—

1. Deputy Commissioner _____
2. Registering Authority _____

He is requested to change the ownership of the vehicle in the name of the purchaser.

Indenting Officer.

FORM CD-7

(Referred to in para 16.7(a))

From,

The Deputy Commissioner,

To,

The Director,
Supplies & Disposals, Haryana,
Chandigarh.

Memo No. _____

Dated Chandigarh the :—

Subject :—Condemnation/Disposal of unserviceable Vehicles of Government
Departments, Boards & Corporations etc.

This is to inform you that the Public Auction of condemned vehicles was
held in the premises of _____ on _____
_____ at _____ in the presence of the following
(date) (time)
numbers of the Cendemnation Committee.

Sr. No.	Name of the Officer	Designation
1.		
2.		
3.		
4.		
5.		

2. As many as _____ Vehicles were put to public auction and a
sum of Rs. _____/- was realised as auction money and a sum of
Rs. _____/- as Sales tax/surcharge as per details given overleaf.

Deputy Commissioner

Details of the Auction held on _____ at _____
 (date) (time)
 in the premises of _____

Sl. No.	Description of Vehicle and Reg. No.	Model	Name of the Department/ Organisation	Reserve Price	Amount of highest bid accepted
1	2	3	4	5	6

Total amount of Sale Proceeds : Rs. _____

Total amount of Sales Tax realised Rs. _____

Total amount of departmental charges
 to be remitted by the Corporation/
 Board etc.

Rs. _____

Signature of the Chairman
 of the Condemnation Committee

FORM CD-8

(Referred to in para 16.7 (b))

SCHEDULE 'A'

Tender Notice No. _____

Sr.No. of Tender _____

Date of opening of Tender _____ at _____

Superscribed No. of Tender _____

The Validity of the offers required to be kept open for acceptance upto :—

Sr.No.	Description of Stores	Qty.	Model	Location
--------	-----------------------	------	-------	----------

Note :—

1. No old earnest money/security shall be referred in the offer. The fresh earnest money in the shape of deposit at call receipt shall be sent along with each offer, failing which the offer is liable to be ignored. No Cheque or demand draft will be accepted.
2. Rates should be quoted exclusive of sales tax and surcharge on Sales Tax will be charged extra.
3. The offers may be sent in duplicate and the duplicate copy of the offers should be the carbon copy of the original offer and it must tally in all respects with the original.
4. The tenderers have to lift the stores on as is where is basis.

Asstt./Deputy Director
for & on behalf of Governor of Haryana.

Conditions

1. The rates of each case should be quoted separately item wise giving case No. on each offer, failing which the offer shall not be considered.
2. Separate rates should be quoted for each vehicle/Stores. Tender received for whole lot in lumpsum shall be straight a way rejected. In case the tenderers want to offer amount over and above for whole lot they should divide extra amount proportionately against each vehicle/stores, specific rates would be quoted. This condition No. 2, is only applicable where items of stores are more than one.
3. Conditional tender shall not be entertained.
4. The rates should be quoted exclusive of Sales Tax i.e. Sales Tax shall be charged extra.
5. The rates should be quoted both in words as well as in figures.
6. Offer should be neatly typed or handwritten. There should be no over-writings. Additions, alterations, if any, should be attested by tenderer.
7. The offer shall remain valid for acceptance for a period of 2 months from the date of opening of tender.
8. A sum of Rs. 500/- is required to be submitted alongwith the offer as earnest money in the shape of deposit at Call receipt on any Scheduled bank duly pledged in favour of Director Supplies and Disposals, Haryana, Chandigarh failing which offer is liable to be ignored. Cheques/bank drafts shall not be accepted.
9. 10% amount of the stores shall be required to be furnished as security by the successful tenderers in the form of Deposits at Call on any Scheduled bank duly pledged in favour of Director Supplies and Disposals, Haryana immediately after receipt of the acceptance of offer failing which amount deposited as earnest money shall be forfeited. Full payment shall have to be made at the time of receipt of stores/vehicles. The stores shall have to be lifted within 15 days from the date of sale order failing which the storage charges will be charged from the purchaser.
10. Sales Tax once deposited shall not be refunded.

Asstt./Deputy Director,
for & on behalf of Governor of Haryana.

FORM CD-9

(Referred to in para 1.67 (b))

From

The Director,
Supplies & Disposals, Haryana,
Chandigarh.

To

Memo No. DSD/Disp-

Dated Chandigarh the :—

Subject :—Disposals of unserviceable stores/vehicles.

Please refer to your letter No. _____
dated _____ on the subject noted above.

2. The Tender for the disposals of unserviceable Stores/Vehicles of your department have been invited and are due to be opened on _____. A copy of the Schedule 'A' showing the details of the stores/vehicle(s) is enclosed for your information. It is requested that the publicity may be given locally so that interested parties may come forward to quote for the same. In case any discrepancy in the tender comes to your notice it may kindly be brought to the notice of this office. The stores/vehicle(s) may be shown to the parties on request and all their enquiries may be properly attended.

3. It is also requested that the registration book(s) of the vehicle(s) may be forwarded to this office within 15 days so that these may be handed over to the purchaser after he has taken the delivery of the vehicle(s) from you. In case the vehicle is being used and it is not possible to send the Registration Book the fact may be intimated accordingly and Registration Book be handed over to the purchaser at the time of delivery.

4. V. Important. In case there is any hitch in releasing the vehicle/stores, it may be intimated to this department forth-with but in any case before the date of opening of tenders given in para 2 above. If the intimation is received after the decision is taken, it will not be possible to withhold the disposal of stores/vehicle in question and the department shall have to release it to the purchaser in term of the sale order.

Deputy Director,
for Director Supplies & Disposals, Haryana

Endst. No. DSD/Disp-

Dated :

A copy is forwarded to the _____

for information and necessary action. He may advise the officer concerned accordingly.

Deputy Director
for Director Supplies & Disposals, Haryana,
Chandigarh.

FORM CD-10

(Referred to in para 16.9 (b))

COMPARATIVE STATEMENT OF TENDERS FOR DISPOSAL

Tender Notice No. _____ Date of Opening of tender _____ File No. _____

1. Name of the tenderers

2. Rates quoted

Reserve Price

3. Particulars of stores

Sales Tax

Earnest Money,
Whether deposited

Signature of D.A.

Do

S.O.

(Answer Yes/No.)

FORM CD-11

(Referred to in para 16.10)(i)

ACCEPTANCE OF TENDER FOR DISPOSAL

Registered without Prejudice

From

The Director,
Supplies & Disposals, Haryana,
Chandigarh.

To

M/s. _____

Memo No. D.S.D./Disp.
Dated Chandigarh the :—Subject : Tender Notice No:
Sr. No. of Tender:
Superscribed No. of Tender D.S.D./Disp:
Date of opening:

Dear Sirs,

With reference to your offer No. _____ dated _____ on the subject noted above, I have to inform you that your offer for the purchase of stores as mentioned below/as per sheet attached, at the rates as given below against each item exclusive/inclusive of sales tax has been accepted.

2. You are requested to send 10% of the total value of the store as security in the shape of deposit at call receipt pledged in favour of the Director, Supplies & Disposals, Haryana, Chandigarh within 15 days from the date of issue of this letter failing which the Earnest money will be forfeited to Govt. Account.

The sale Tax at the rate of _____ and 2% surcharge on sale tax may be deposited in this office in the form of call deposit receipt on any working day between 10.00 A.M. to 12.00 Noon.

After the receipt of the security and sales tax the sale order will be issued. The security and sales tax should be deposited in this office simultaneously, part deposit will not be accepted.

Sr.No.	Description of Store	Qty.	Approved rate
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Yours faithfully,

Deputy Director,
for Director Supplies & Disposals, Haryana,

Endst. No. _____ Dated _____

A copy is forwarded to the sale Tax Assistant O/o The Director, Supplies & Disposals, Haryana, Chandigarh, for informationn and necessary action.

Deputy Director,
for Director Supplies & Disposals, Haryana.

FORM CD-12

(Referred to in para 16.10(ii))

SALE ORDER

Registered without Prejudice

No. D.S.D./Disp/

From

Director,
Supplies & Disposals, Haryana,
S.C.O. 1032-33, Sector 22-B,
Chandigarh.

To

M/s.

Subject : Tender Notice No.
Sr. No. of tender : /Disposal
Tender opened on :
Superscribed No. of Tender :

Dear Sir,

With reference to your offer No. _____ dated _____ and your letter No. _____ dated _____ and this office acceptance letter No. DSD/Disp _____ dated _____ on the subject noted above, I have to inform you that your offer for the purchase of stores as mentioned below at the rates given against each item, exclusive of sales tax, has been accepted. You are, therefore, requested to deposit the full amount direct with _____ (name of the Indenting officers) and collect the stores in question from the above within officer 15 days from the date of issue of this sale order under intimation to this department. In case you fail to deposit the full amount with the said officer and lift the goods within the specified period, your earnest money/security will be forfeited.

Sr.No.	Description of Stores	Qty.	Sale price
--------	-----------------------	------	------------

Deputy Director, Supplies & Disposals,
for & on behalf of Governor of Haryana.

Endst. No.

Dated :

A copy is forwarded to the _____ (Name of the Indenting Officer)

_____ with reference to his letter No. _____
 _____ Dated _____

He is requested to take the following action :—

(i) The Registration book (s), if not sent to this Directorate earlier must be handed over to the purchaser at the time of delivery of the vehicle(s) after getting full payment. In case the original registration book is not available a duplicate may be obtained and handed over to the purchaser. The purchaser should also be given spare stepney, tool kit, seats and other accessories of the vehicle(s) as per inspection report.

(ii) A letter for transfer of ownership in the name of the purchaser may be issued to the Registering Authority concerned, immediately after the delivery of the goods.

(iii) The party has already paid the _____ % sales tax and 2% surcharge vide Receipt No. _____ dated _____ to this office and as such no sales tax/surcharge be charged from the party.

(iv) An intimation may be sent to this Directorate immediately after the expiry of the delivery period mentioned in the sale order, whether the purchaser has deposited the full amount and lifted the material in question within the stipulated period or not. They may also allow extension in taking the delivery at their level on the request of the purchaser.

In case the purchaser fails to deposit the full amount and to lift the stores/vehicle(s) in question within the stipulated/extended period, they may inform this Directorate accordingly for taking necessary action against the purchaser.

(v) After the purchaser has taken the delivery of the stores/vehicle(s) a no objection certificate be sent to this Directorate so that earnest money/security of the purchaser may be released.

Deputy Director,
 for Director Supplies & Disposals, Haryana.

Ends. No. D.S.D./Disp./

Dated :

A copy is forwarded to :

- 1.
- 2.

for information and necessary action.

Deputy Director,
 for Director Supplies & Disposals, Haryana.

CC :

Sales Tax Assistant,
 O/o The Director, Supplies & Disposals,
 Haryana, Chandigarh for information.

yana,

FORM CD-13

(Referred to in para 16.10 (iv))

From

The Director,
Supplies & Disposals, Haryana,
S.C.O. 1032-33, Sector 22-B,
Chandigarh.

To

Memo No. D.S.D./Disp.
Dated Chandigarh the :—

Subject : 'No Dues Certificate' in respect of Stores/Vehicle No. _____

Reference this office letter No. D.S.D./Disp., _____ dated
_____ issued for the sales of the Stores/vehicle mentioned above in
favour of M/s _____

In para (iv) of the endorsement of the letter under reference, it was clearly stated that an intimation may be sent to this Directorate immediately after the expiry of the delivery period mentioned in the sale order, whether the purchaser has deposited the full amount and lifted the stores in question within the stipulated period or not, so that further action in this matter could be taken. But no intimation has so far been received from your end.

The purchaser has applied for the refund of security. It may be intimated within 15 days at the latest whether there is any thing due against the purchaser or not, failing which the security of the purchaser will be released at your risk and cost.

Deputy Director,
for Director Supplies & Disposal Haryana.

Endst. No.

Dated :—

A copy is forwarded to the _____

for information. It is requested that the officer concerned may be directed to supply the information immediately otherwise your department will be responsible if there remains any thing due against the party concerned.

Deputy Director,
for Director Supplies & Disposal, Haryana.

FORM CD-14

(Referred to in para 16.13(iii))

Registered

From

The Director,
Supplies and Disposals, Haryana,
Chandigarh.

To

M/s. _____

No. D.S.D./Disp.—
Dated Chandigarh the:—

Subject : Show Cause Notice in respect of sale order for _____

Dear Sir,

1. That a notice to invite tenders was floated by the Director Supplies and Disposals, Haryana, Chandigarh vide Tender Notice No. _____ dated _____.

2. That your offer for Rs. _____ dated _____ was received alongwith others.

3. That you deposited Rs. 500/- as earnest money alongwith your offer.

4. That your offer was accepted by the Director, Supplies and Disposals, Haryana, Chandigarh vide letter No. _____ dated _____.

5. That you deposited Rs. _____ as security money and Rs. _____ as sales tax/surcharge.

6. That sale order dated _____ was issued in your favour and you were required to deposit the full amount with the concerned department within 15 days of the issue of the sale order failing which your earnest money/security was to be forfeited.

7. That the period of 15 days elapsed on _____ but you have failed to lift the vehicle /stores after depositing the price of the vehicle/stores in question.

8. You are, therefore, requested to show cause why the amount of security/earnest money deposited by you may not be forfeited. If no reply is received from you within 15 days of the issue of this letter it will be presumed that you have nothing to say and the amount will be forfeited without any further reference to you.

Yours faithfully

Deputy Director,
for Director Supplies & Disposals, Haryana,

FORM CD-15

(Referred to in para 16.13 (iii))

Regd. without Prejudiced**From**

The Director,
Supplies & Disposals, Haryana,
S.C.O. No. 1032-33/22-B,
Chandigarh.

To

M/s. _____

No. D.S.D./Disp.—
Dated Chandigarh the :—

Subject : Extension in delivery period.**Dear Sirs,**

With reference to your letter No. _____ dated _____
and in continuation of this office letter No. D.S.D./Disp. _____ dated _____
_____ extension in time is hereby granted for _____ days
for lifting the stores/vehicles from the date of issue of this letter failing which your
earnest money/security will be forfeited.

Other terms and conditions of the sale order will remain the same.

Yours faithfully,

Deputy Director,
for Director Supplies and Disposals, Haryana,

Endst. No. D.S.D./Disp.—

dated :—

A copy is forwarded to the
for information and necessary action.

Deputy Director,
for Director Supplies & Disposals, Haryana.

FORM CD-16

(Referred to in para 16.17)

REGISTER OF STATISTICS FOR DISPOSALS OF STORES

Sr. No.	Name of Purchaser	Particulars of Stores	Sale order No. & date	Sale value	Total upto date	Amount of sales tax deposited	Total upto date	Date of release of E.M. Security	Signature
1	2	3	4	5	6	7	8	9	10

FORM CD-17

(Referred to in para 16.17)

ABSTRACT OF SALES IN SALES REGISTER

Sr. No.	Month	Value of sales	Sale tax	Progressive total of sales tax calculated	Signatures
1.	April			<i>Progressive total of sales effected</i>	<i>Progressive total</i>
2.	May			Progressive total (last year in red ink)	(Last year in red ink)
3.	June				